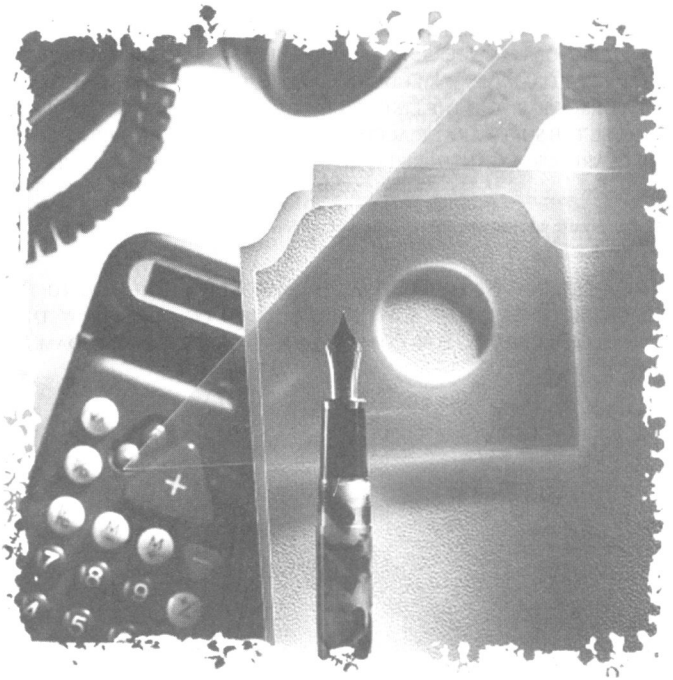
CLARIS™

FOR MACINTOSH



ClarisWorks
INSTALLATION GUIDE

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Installing ClarisWorks

This installation guide provides step-by-step instructions for:

- installing the ClarisWorks™ application and associated files on your Macintosh, PowerBook, or Power Macintosh
- adjusting the memory for ClarisWorks, if necessary
- installing ClarisWorks on a network server

Important These instructions assume that you're familiar with standard mouse techniques such as clicking and dragging. If you find you need more information about mouse techniques, working with disks, or making copies of documents and disks, see the documentation that came with your computer.

What you need

You can use ClarisWorks 3.0 without its optional electronic mail feature.

To install ClarisWorks and use it without mail, you need the disks in the ClarisWorks package and the following equipment and software:

- a Macintosh Plus or any later Macintosh model, PowerBook, or Power Macintosh
- an internal or external hard disk
- one 1.4-MB SuperDrive floppy disk drive. (You can request 800K floppy disks from Claris if you need them.)
- Macintosh system software version 6.0.5 or later. If you have System 7, you can take advantage of Balloon Help, a supplement to ClarisWorks Help.
- at least 1 MB of memory if you have System 6
- at least 2 MB of memory if you have any version of System 7. If you are using System 7.0 or System 7.0.1, we recommend that you have System 7 tune-up, version 1.1.1, installed. System 7 tune-up is available from Apple Computer, Inc.

To install and use ClarisWorks with mail, you need:

- any Macintosh, PowerBook, or Power Macintosh model with at least 5 MB of memory. (You can't install ClarisWorks with mail on a Macintosh Plus, Macintosh SE, Macintosh 128K, Macintosh 512K, or Macintosh XL.)
- an internal or external hard disk
- one 1.4-MB SuperDrive floppy disk drive. (You can request 800K floppy disks from Claris if you need them.)
- Macintosh System 7 Pro (version 7.1.1) or a later version that includes PowerTalk system software

Before you begin

Before you begin installation, register your new software, make backup copies, and turn off virus protection.

Register with Claris

Please take the time to complete and mail the postage-paid product registration card for your new software. For information about customer support, refer to the *Claris Support Portfolio Service Booklet* included in the product package.

Make backup copies

To protect your software, lock your ClarisWorks disks by sliding the locking tab on each disk so the hole in the disk is open. Then make backup copies of the disks before you start installation. If you need information on locking and copying disks, see the documentation that came with your computer.

After you've made backup copies, store the original disks in a safe place. Lock the copies and use them for installation and everyday work.

Important Give each backup disk the same name as the disk you're copying, for example, *Disk 1*. The ClarisWorks Installer won't recognize a disk if its name is different from the original.

Turn off virus protection

Some virus protection programs may conflict with the ClarisWorks Installer. Before you install ClarisWorks, turn off any virus protection programs. Refer to the documentation that came with your virus protection software for more information.

After you have completed the installation, you can turn virus protection back on.

Installing the ClarisWorks software

You have two options for installing ClarisWorks on your hard disk:

- Easy (complete) installation is recommended. The Installer installs the entire ClarisWorks package.
- Custom installation lets you choose the files you install.

Doing an easy installation

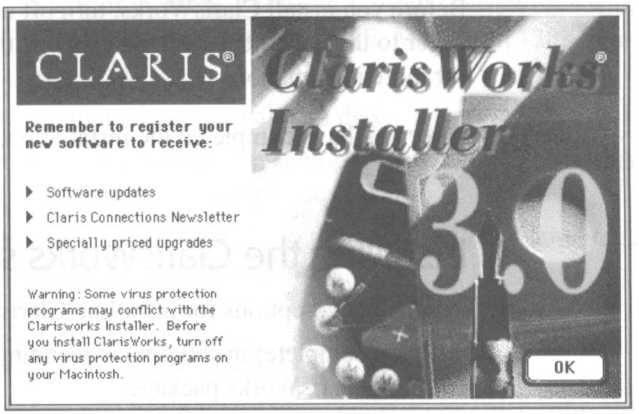
Follow these steps to install the complete ClarisWorks package. If you have used other Claris products, the procedure will be familiar.

> **Note** If you're using System 6 and have less than 600K of memory available, choose Set Startup from the Special menu and verify that MultiFinder is not selected. If it is, click Finder and restart your computer before installing ClarisWorks. See the documentation that came with your computer for instructions on determining how much memory you have available.

To install ClarisWorks:

1. Insert *Disk 1* into the 3.5-inch disk drive and double-click the disk icon to open it.
2. In the window for *Disk 1,* double-click the Install ClarisWorks icon.

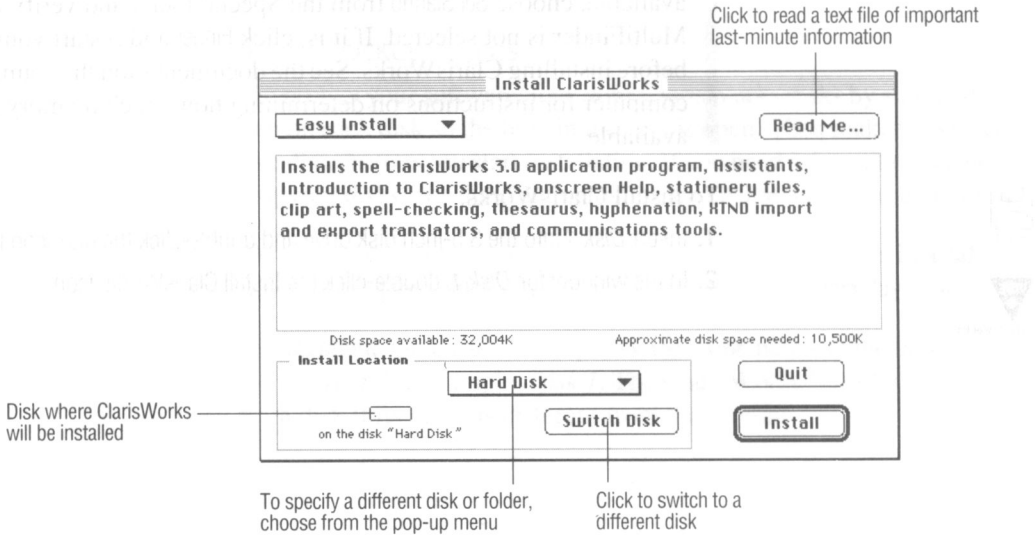
In a moment, you see the ClarisWorks Installer welcome screen.



3. Click OK.

   You see the ClarisWorks 3.0 Installer window.

4. Use the Install ClarisWorks window to check the install location and read information about ClarisWorks 3.0.



If you switch to a disk that doesn't have enough space available, the Installer tells you.

5. Click Install.

   ClarisWorks files are compressed to occupy less space on the floppy disks. The Installer tells you what it's doing as it expands and installs each file.

6. Insert the other disks as you are asked for them. Click Cancel if you want to cancel the installation.

   After all the files are installed, the Installer tells you that the installation was successful.

7. Click Restart.

   The ClarisWorks application is now in the ClarisWorks 3.0 Folder on your hard disk.

For information on starting ClarisWorks, see "Starting ClarisWorks" on page 2-1 of the *ClarisWorks User's Guide*.

Doing a custom installation

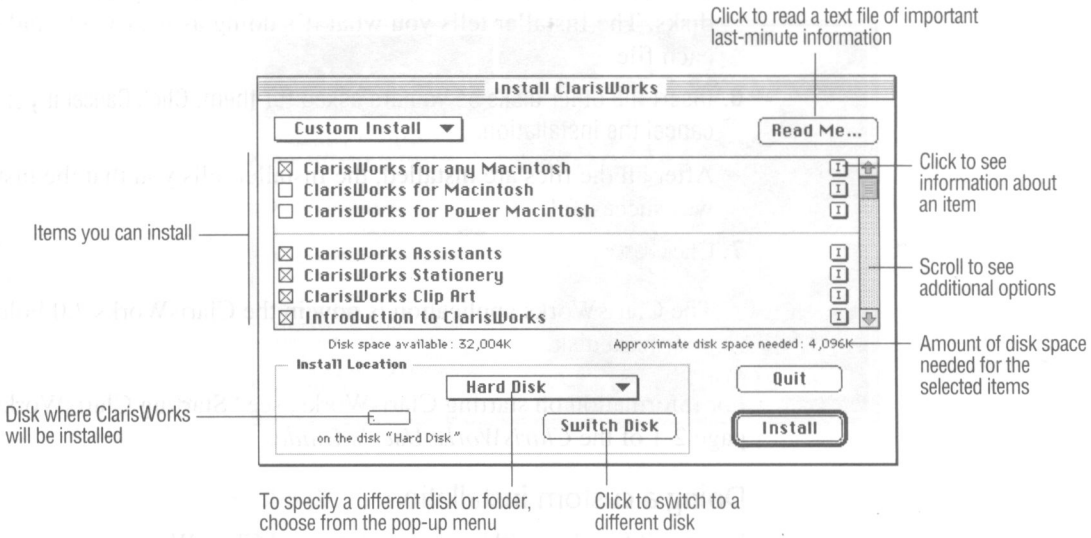
If you are familiar with your computer and ClarisWorks, you may want to install a subset of the ClarisWorks files to conserve space.

> **Note** If you are using System 6 and have less than 600K of memory available, choose Set Startup from the Special menu and verify that MultiFinder is not selected. If it is, click Finder and restart your computer before installing ClarisWorks. Refer to the documentation that came with your computer for instructions on determining how much memory you have available.

To install a subset of the ClarisWorks files:

1. Follow steps 1 through 4 in "Doing an easy installation" on page 3.
2. Choose Custom Install from the pop-up menu.

3. Click to select the items you want to install.



4. Complete the installation by following steps 5 through 7 in "Doing an easy installation" (page 5).

Where everything goes

The following table shows what you can install and where the Installer places each file or folder on your hard disk.

The ClarisWorks Installer creates a ClarisWorks 3.0 folder on the hard drive you designate. The Installer also creates a Claris folder in the active System Folder. If you already have a Claris folder, the Installer updates the contents.

Location on hard disk	Name of file or folder on hard disk	Description
ClarisWorks 3.0 Folder	ClarisWorks	The ClarisWorks application
	Clip Art	Art (in PICT format) you can insert in ClarisWorks documents
	Introduction to ClarisWorks	Guided onscreen tour of ClarisWorks features
	Read Me	A text file of important last-minute information

Location on hard disk	Name of file or folder on hard disk	Description
Claris folder in your System Folder	Claris Help System	Software for opening and using ClarisWorks Help
	Claris Translators	Filters for reading files created in other applications and saving files in different formats
	Claris XTND System	Software for opening and saving documents in other formats
	ClarisWorks Assistants	Guided help in creating documents or performing tasks
	ClarisWorks Help	Onscreen instructions you can read while using ClarisWorks
	ClarisWorks Labels	File used to create Avery label layouts in a database document
	ClarisWorks Stationery	Examples you can use as templates
	US English - Dictionary	A 100,000-word dictionary for checking spelling in your documents
	US English - Hyphenation	Software for hyphenating words
	US English - Thesaurus	A 660,000-word thesaurus
	User Dictionary	Your customized list of spelling exceptions and additions to the Main Dictionary. The Installer doesn't install a User Dictionary if you already have one in your System Folder.
System 7: Extensions folder in the System Folder System 6: Communications folder in the System Folder	Apple Modem Tool, Claris Kermit Tool, Serial Tool, Text Tool, TTY Tool, TTY Font, VT102 Tool, XMODEM Tool	Software for communicating with another computer **System 6 users:** Use the Installer to install these tools so the system software can locate them.

ClarisWorks 3.0 also includes seven fonts you can use in your documents. If you're using System 7.1 or later, the Installer places the fonts in the Fonts folder in the System Folder. If you're using System 6.0.5 or any version of System 7.0 (for example, System 7.0.1), the fonts are installed in the System file in the System Folder.

Adjusting memory

Your computer sets aside a certain amount of memory for each application. When you start ClarisWorks, it tells the computer how much memory to reserve. If you're using System 7, or MultiFinder with System 6.0.5 (or later), you can change the amount of memory reserved for ClarisWorks.

This section tells you how to adjust the memory allocation for ClarisWorks. For more information on managing Macintosh memory, refer to the documentation that came with your Macintosh.

You may want to change the amount of memory set aside for ClarisWorks if you:

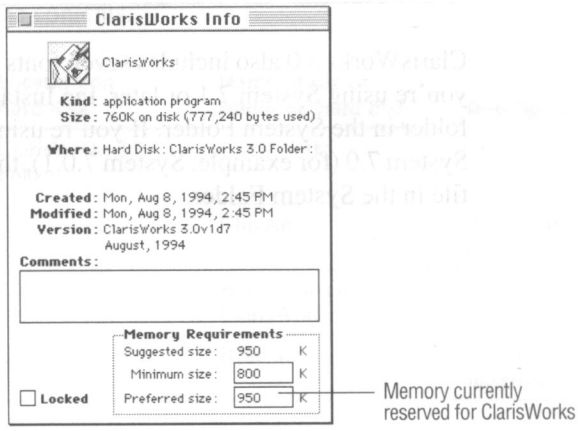
- plan to work on an especially large document, use many graphics, use the paint environment, or work on multiple files. Try increasing the size from 950K to 2048K.
- are using System 7 and have 2 MB of memory. You can reduce the memory for ClarisWorks to 768K, but, in general, avoid specifying less memory than the suggested size in the ClarisWorks Info dialog box.

To change the memory allocation for ClarisWorks:

1. If ClarisWorks is open, quit the application.
2. Open the ClarisWorks 3.0 Folder and click the ClarisWorks application icon once.

   If you click the application icon twice, you start ClarisWorks. If that happens, choose Quit from the File menu and try again.
3. Choose Get Info from the File menu.

   You see the ClarisWorks Info window.



4. Double-click the Preferred Size box.

   You see the size highlighted in the box.

> **Note** If your ClarisWorks Info box looks different (it varies depending on the system you are using), double-click the Application Size or Current Size box.

5. Type a number to change the memory size.
6. Close the ClarisWorks Info window.

   The next time you start ClarisWorks, the amount of memory you specified is available for the application.

Setting up ClarisWorks for multiple users

These instructions are for network administrators who want to set up ClarisWorks on a server so users can access ClarisWorks over a network. You can set up ClarisWorks for multiple users in either of the following ways:

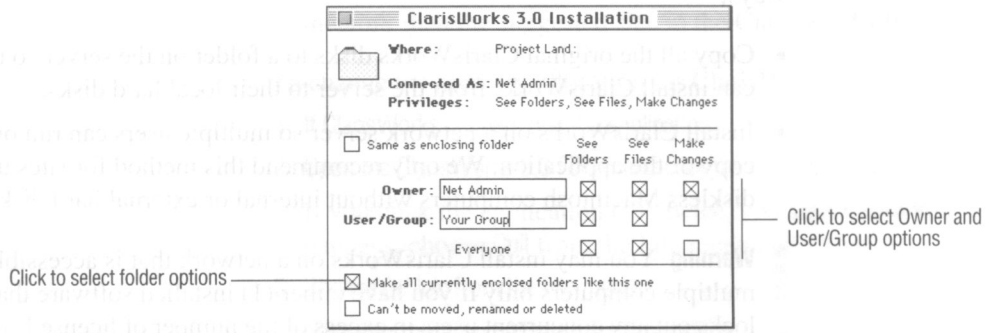
- Copy all the original ClarisWorks disks to a folder on the server so users can install ClarisWorks from the server to their local hard disks.
- Install ClarisWorks on a network server so multiple users can run one copy of the application. We only recommend this method for sites using diskless Macintosh computers without internal or external hard disks.

> **Warning** You may install ClarisWorks on a network that is accessible by multiple computers only if you have either (1) installed software that locks out any concurrent users in excess of the number of licensed copies of ClarisWorks, or (2) paid for an authorized, licensed copy of ClarisWorks for each computer connected to the network. Please contact Claris or a Claris reseller if you need to license more copies of ClarisWorks.

Setting up a ClarisWorks installer on a server

Follow these directions to set up a ClarisWorks installer on a server so that users can install ClarisWorks onto their own computers from the server. These directions tell how to copy ClarisWorks files onto the server from another Macintosh computer.

1. Create a folder on the server named ClarisWorks 3.0 Installation (or pick a similar name).
2. Insert *Disk 1* into your floppy disk drive.
3. When the *Disk 1* icon appears on the screen, drag it into the installation folder on the server.
4. Repeat steps 2 and 3 for *Disk 2*, *Disk 3*, and *Disk 4*.
5. Close the folder. With the folder still selected, choose Sharing from the File menu.
6. Set permissions so users and groups can read the contents of the folder but not make changes:



If you are working directly on the server, you must set permissions using the AppleShare Admin program. See your AppleShare documentation for instructions.

7. Click the close box and save your changes.

Your installation folder is now set up for users to install ClarisWorks over the network. Your users can double-click the Disk 1 folder to open it on the server, and then double-click the Install ClarisWorks icon and do an easy or custom installation.

Note For more information about setting privileges and sharing folders, see your AppleShare documentation or the book that came with your computer.

Installing ClarisWorks on a network server

You can install ClarisWorks on a network server so that many users can run the same copy. Although sharing one copy of ClarisWorks over the network is not the best alternative for most users, it does give people with diskless computers, who have no place to install their own copy, a way to use ClarisWorks. For users who don't have room on their hard disks to install ClarisWorks, consider having them store files on the server rather than trying to run ClarisWorks from the server.

Limitations to sharing ClarisWorks

ClarisWorks usually runs more slowly over a network because of network traffic and other conditions. Also, multiple users sharing one copy of ClarisWorks over a network cannot use all of the application's capabilities:

- Only one person can check spelling at a time. While the spelling checker is in use, ClarisWorks displays an error message to others who try to check spelling.
- ClarisWorks cannot open Communications documents for users who do not have a basic set of communications tools in the System Folder on their own computers. People running a minimal version of the operating system from a floppy disk typically do not have room for these tools.
- Only the first person to start ClarisWorks sees each font name in the Font menu, in its own typeface. Subsequent users see all the font names in the Chicago typeface.
- All users share the same Preferences file. When someone changes a preference, such as Show Invisibles, the change affects all documents subsequently opened. Documents already open at the time of the change are not affected, except for those of the person who changed the preference.
- People who have read-only access to the ClarisWorks 3.0 folder on the server get error messages like "File is Locked" when they try to do certain things, such as record a macro or edit the Shortcuts palette.

Steps for installing ClarisWorks on a server

These instructions tell you how to install ClarisWorks on a network server so multiple users can run one copy of the application. If you are not the network administrator for the server, you should get the administrator's approval before installing ClarisWorks.

1. Make sure that no one else is using the server.

   ClarisWorks Installer requires that you restart the server after you have installed ClarisWorks.

2. Insert *Disk 1* into the server's floppy disk drive.
3. Follow the instructions for "Doing an easy installation" on page 3 or for "Doing a custom installation" on page 5.
4. Open the server's System Folder and hold down the Option key as you drag the Claris folder into the ClarisWorks 3.0 folder on the server.

   Holding down the Option key as you drag the folder copies (rather than moves) the Claris folder.

Users can now run ClarisWorks over the network. Be sure to advise them of the limitations described in "Limitations to sharing ClarisWorks" on page 11.